

# Laptop Rental Agreement through Rollins College

This agreement, entered into on \_\_\_\_\_, 200\_\_\_\_, between \_\_\_\_\_ (Student name) \_\_\_\_\_ (grad yr.) and Rollins College Information Technology details laptop computer rental conditions and serves as a laptop maintenance contract. If the student decides not to renew the rental contract for another year, he/she agrees to return the equipment by May 10, 2007 to Olin, room 256 (Nicole Huffman's office). Rentals will be automatically renewed and billed to the students' account the day after the return date unless we hear from you otherwise. Seniors will be billed the balance remaining on the laptop unless it is returned prior to the last day of finals.

**Equipment:** Rental orders submitted by mail may be considered confirmed if no contact is made by the Information Technology department within two weeks of the order postmark. If the computer malfunctions, it is the students' responsibility to contact Information Technology for an appointment to return the computer for repairs. If the computer is **in the shop for more than two consecutive weeks** (without a loaner available when one has been requested), the student has the option of canceling this contract and receiving a pro-rated refund of the fee paid (excluding tax). The student is responsible for backing up the computer and keeping it free of viruses and spyware using the tools provided by the college.

**Damage/Liability/Theft:** Repairs on the computer will be at the College's expense when normal wear and tear is involved. If the Shop determines that the computer has been abused in any manner (dropping the computer, foreign objects inserted in disk drive or keyboard, etc.), the student may be liable to pay Rollins College for the full cost of repairs or the replacement cost, whichever is less. The student is also responsible for the value of the computer if it is lost or stolen. We suggest that parents cover this on their homeowner or renters insurance policy. The retail replacement value of the computer with network connection is \$2200.00. [For your convenience, National Student Services, Inc., is the premier student personal property insurance provider in the United States; visit http://www.nssinc.com/ for more information.](http://www.nssinc.com/) Upon graduation, withdrawing, or taking a leave of absence from the college, the student is responsible for returning the computer in working condition or paying for it.

**Rent-To-Own Policy:** If you rent the **same** computer for **four** consecutive years, you own it. This offer is not valid if you upgrade or exchange models. If you would like to purchase additional memory or other upgrades, I.T. will install it for you once you make an appointment and bring it in. However, if you change your mind about renting the computer after making additions to it, you are responsible for the removal of these additions.

**Rental Options:**

<i>Model</i>	<i>Yearly rate</i>	<i>Amount Received</i>
<b>Laptop (RENTAL):</b>		
Dell D620 Latitude	<b>\$550.00</b>	
6.5% sales tax	<b>\$35.75</b>	
<b>Total laptop rental cost:</b>	<b>\$585.75</b>	
<b>Printer (PURCHASE ONLY):</b>		
	<i>One time purchase</i>	
HP C3180 Printer/Scanner/Copier	<b>\$145.54</b>	
Sales Tax	<b>\$9.46</b>	
Total	<b>\$155.00</b>	
<b>TOTAL (both)</b>	<b>\$740.75</b>	

**PLEASE PRINT THE FOLLOWING INFORMATION:**

Name \_\_\_\_\_ SSN \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Campus Address or Box \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Campus Phone \_\_\_\_\_

**By signing this form, we agree to all terms set forth in this document. I also understand that I am responsible for the computer if it is lost or stolen.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return with a check made payable to Rollins College by July 1 if possible (quantities are limited), to:  
 Nicole Huffman, Information Technology, Rollins College, 1000 Holt Ave - 2767, Winter Park, FL 32789  
 Or contact Nicole Huffman at (407)628-6326 if you have any questions.

**Note:** All rentals are made on a first-come, first served basis. Printers will also be available for purchase at the beginning of the school year.

*For Information Technology use only:*

2<sup>nd</sup> Year Renewal       3<sup>rd</sup> Year Renewal       4<sup>th</sup> Year Renewal

DATE: \_\_\_\_\_      DATE: \_\_\_\_\_      DATE: \_\_\_\_\_